

Programming

Adding New Records

To add a new record, you must be in **Programming Mode**. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Enter Add New Record mode

>Add New Record
Edit Record

Press **0** to add a new record. The display enters Add New Record mode.

Step 2: Enter Dial Code

Enter Dial Code
[_ _ _ _]

1. Enter the resident's dial (door) code. The code may be between 1 to 4 digits long.
2. Press **#** to save and continue.

Step 3: Enter Telephone Number

Enter Telephone No.
[_ _ _ _ _]

1. Enter the resident's telephone number (and area code if applicable).
2. Press **#** *twice* to save and continue.


Step 4: Enter Elevator Code

Enter Elevator Code
[_ _]

- If elevator control is not being used, press **#** to save and continue.
- If elevator control is being used, please contact your technician for assistance.



Step 5: Enter Elevator ID

Enter Elevator ID
[_ _]

- If elevator ID is not being used, press  to save and continue.
- If elevator ID is being used, please contact your technician for assistance.



Step 6: Enter Keyless Code

Enter Keyless Code
[_ _ _ _]

- If keyless codes are being used, enter the 4-digit code. Press  to save and continue.
- If keyless codes are not being used, press  to save and continue.

You have successfully added a new record to the system. The display now returns to the programming menu.

To *add another record*,

1. Press  to scroll one step up.
2. Press . This will bring you back into the Add New Record mode. Repeat steps 1 through 6.